

# **CITY OF HALLANDALE BEACH**

## **Major Development Review Application Submission Checklist**

Date: \_\_\_\_\_ Folio # (required) \_\_\_\_\_

Location/Subject property: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

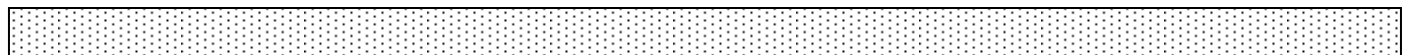
Agent's Name (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Application (check one): \_\_\_\_ Residential ( \_\_\_\_ No. units) \_\_\_\_ Commercial ( \_\_\_\_ sqft.)

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Article V of the Zoning and Land Development Code. Failure to provide any listed items shall be cause for the city to return your application. You will be notified of any deficiencies of your submission after a sufficiency review of the application occurs. The adequacy of the submittal will be determined by staff.

### **Section I – General Information**

A. Applicant has had a pre-application conference with staff. \_\_\_\_ Yes \_\_\_\_ No



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1. Fees: Proof of payment (full fee)	_____	_____
2. Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.	_____	_____
3. A certified plat of survey, prepared within one (1) year from date of application, which includes:	_____	_____
a. An accurate folio number and legal description of the subject property.	_____	_____
b. Computation of the total area of property in square feet and to the nearest tenth of an acre.	_____	_____
c. Zoning of the property.	_____	_____
4. Proof of ownership, which shall consist of at least one of the following:	_____	_____
a. A fee simple title	_____	_____
b. An option to acquire fee simple title within a specific period of time	_____	_____
c. A leasehold interest in excess of 20 years	_____	_____
d. A marketable title subject to certain condition which will not substantially restrict development within a reasonable time	_____	_____
5. All mortgages, including purchase money mortgages, al easements restricting land use, all liens and all judgments, which may affect the site, must be identified	_____	_____
6. Information pertaining to previous building and land development experience of the applicant.	_____	_____
7. Evidence of applicant's ability to acquire sufficient development funds, (either a letter of commitment from a recognized financial institution, or a certified personal or corporate financial statement.)	_____	_____
8. Proof by the applicant that this proposed development is in strict compliance with all the standards and requirements of this article.	_____	_____

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| 9.  | Plans, exhibits and data are prepared by a qualified professional from AT LEAST three of the following: (check as applicable)   | _____ | _____ |
| a.  | a professional urban planner (A.I.C.P. member),   |       |       |
| b.  | a registered engineer or land surveyor,   |       |       |
| c.  | a licensed architect,   |       |       |
| d.  | a registered landscape architect, or  |       |       |
| e.  | other qualified professionals as required to address specific issues relating to demographics, financing, economics and the like.   |       |       |
| 10. | TWENTY-FIVE copies of required site plan which shall:   | _____ | _____ |
| a.  | be prepared at a scale not smaller than one (1) inch equals fifty (50) feet,  | _____ | _____ |
| b.  | be submitted on sheet(s) 24" x 36", unless the director determines that another sheet size would be more appropriate  | _____ | _____ |
| c.  | show the project name, name and address of the owner, designer and developer, north arrow, date, and scale of drawing (numerical and graphic), and  | _____ | _____ |
| d.  | reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.   | _____ | _____ |
| 11. | TWO electronic copies, which shall be on CD-RM and in TIF format.   | _____ | _____ |
| 12. | A certified property boundary survey, including an accurate folio number and legal description of the property, and a computation of the total acreage to the nearest tenth of an acre. The survey shall be prepared within one (1) year prior to filing. | _____ | _____ |

**Section II – Site Plan Review Submission**

**Note:** A waiver request must be provided for those items not addressed. No response is considered an omission of information. Indicate by a check mark if a waiver is to be requested. An explanation of the waiver will be needed.

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| 13. | Existing site characteristics map, which includes:  | _____ | _____ |
| a.  | Existing site physiograph, including soils, topography, watercourses and identification of the 100-year flood plain.  | _____ | _____ |
| b.  | Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development, and what measures are to be taken to minimize any negative impacts of the development as it is related to vegetation. | _____ | _____ |
| c.  | Existing structures, including their location, current usage, size and condition  | _____ | _____ |
| d.  | Existing zoning of the site and all property within twenty-five (25) feet, which is either adjacent to the site or separate from the site by a public right-of-way.   | _____ | _____ |
| e.  | Existing water and wastewater utility lines at the point of site intersection including their condition, size, current peak hour utilization, capacity and peak hour pressure.  | _____ | _____ |

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f.	Existing streets, including their condition, right-of –way width, current usage and design capacity.	_____	_____
14.	Proposed site development plan, which includes:	_____	_____
a.	Proposed finished grading by spot elevations and in particular at locations along lot lines.	_____	_____
b.	Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.	_____	_____
c.	Provisions for the adequate drainage and disposition of natural and storm water in accordance with the adopted design standards of the city, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system and on-site storm water retention.	_____	_____
d.	Proposed utility services, including, but not limited to:	_____	_____
	1. water and wastewater lines and pipe sizes,	_____	_____
	2. telephone, electric and gas lines,	_____	_____
	3. solid waste receptacle locations and pressure capabilities and	_____	_____
	4. five hydrant locations and pressure capabilities.	_____	_____
e.	Proposed structures, including their location, use, height, gross floor area and where applicable, the density, number, size and type of residential dwelling units.	_____	_____
f.	The total amount and percentage of site area to be utilized for structural coverage shall be indicated.	_____	_____
g.	Proposed vehicular use areas, including off-street parking and loading spaces, driveways, on-site curb cuts, related off site median cuts, and acceleration and deceleration lanes, including their location, size, width and type of surface and access routes for emergency vehicles. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated.	_____	_____
h.	Proposed fences, walls, screen planting and hedges, including their location, type, size and height.	_____	_____
i.	Proposed pedestrian ways and sidewalks, including their location, width and type of surfacing.	_____	_____
j.	Proposed open space and recreational areas, including the location, height, type and size of all trees, plants and other landscape materials. The total amount and percentage of site area to be utilized for both pervious and impervious open space and recreation areas shall also be indicated.	_____	_____
k.	Proposed signage, where applicable, including their location, dimensions, height and type.	_____	_____
l.	Proposed handicapped design features, including ramps, parking spaces, fountains and restrooms.	_____	_____
15.	Other Requirements-A statement as to the following:	_____	_____

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a.	A description of the number of anticipated future residents, users and employees of the proposed development.	_____	_____
b.	A description of the architectural harmony and compatibility of proposed buildings and other structures, and the relationship of said structures to each other, adjacent development and the overall community, including such items as height, bulk, construction materials, and façade treatment. A description of maximum shadows to be cast by proposed structures shall also be included.	_____	_____
c.	A description of anticipated energy demands of the proposed development and what measures are to be taken to reduce energy consumption, both through project design and permanent operational techniques.	_____	_____
d.	A description of public mass transportation routes and schedules as related to the proposed development.	_____	_____
e.	A description of how the proposed development is in conformity with, where applicable, the Broward County Land Use Plan, and the City Comprehensive Plan.	_____	_____
16.	Evidence of coordination with other agencies, which may have jurisdiction over the proposed development.	_____	_____
17.	Waiver requests of submission requirements, which are not applicable to the development are provided addressed to the Director.	_____	_____
18.	Impact Evaluation Statement, which addresses the requirements of Section 32-788, Article V regarding the proposed development is provided.	_____	_____

Source: City of Hallandale Beach, Zoning and Land Development Code, Article V.
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